

Allotment and Expenditure Authority Reports Summary

I. Expenditure Authority Schedule Development and Review

Types of Reports

1. New, expanded Expenditure Authority (EA) Report
2. Summary by Agency
3. Comparison
 Supplemental vs. previous
4. Audit Trail

General Requirements

Flexible selection
Rollups with variable parameters
Standard summary level
Narrative
Fixed parameter report

II. Allotment Development and Review

Types of Reports

1. Data Reports
 - Allotment Data
 - Fund Balance
 - Cash Balance
 - Unanticipated Receipts
 2. Comparison Reports
 - Original submittal vs. revisions to the original
 - Allotments vs. EA control numbers
 - Original vs. amendments
 - Revenue vs. cash
 - Expenditures vs. cash
 - Expenditures vs. revenue
 - Allotment vs. history
 - Appropriations vs. allotment
 3. Administering Agency Reports
 - Allotment Data
 - Fund Balance
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General Requirements

Fixed parameter reports
Narrative
Allotted, Unallotted, and Reserve
Graphs and Trend lines
Flexible selection
Rollups with variable parameters
Bundled reports
Standard summary level
Combination of actuals to date plus allotments

III. Status Reports

Types of Reports

1. Allotment
2. Unanticipated Receipts
3. Expenditure Authority Draft

General Requirements

Selection by:
 packet/type
 agency
 analyst/SBA
 process step
Flexible selection
Standard summary
Fixed parameter
Categories by status (similar to FN reports)

Allotment and Expenditure Authority Reports Summary

IV. Monitoring

Types of Reports

1. Administering Agency
2. Fund balance
3. Cash balance
4. Variance
 - Estimates to actuals
 - Appropriations to Actuals
5. Exception
 - Overallotted
 - Overspent
 - No Actuals
 - Not Approved

General Requirements

Fixed parameter reports
 Rollup with variable parameters
 Graphs and trend lines
 Standard summary reports
 Flexible selection
 Actual to date & projected for FY or Bien
 Narrative
 Combination of actuals to date plus
 prospective allotments

V. Statewide Summary

Types of Reports

1. Appropriation
2. Allotment
3. Fund Balance
4. Cash Balance
5. Unanticipated Receipts

General Requirements

Flexible selection
 Rollups with variable parameters
 Standard summary level
 All agencies included
 Fixed parameters
 Graphs and trend lines
 Viewing of statewide reports by Admin
 agencies, OST as appropriate
